

Responsible Office: R/Office of Aero-Space Technology
Subject: Maintain NASA Technology Inventory Data Base



Office of Aero-Space Technology

Office Work Instruction

Maintain NASA Technology Inventory Data Base

Approved by:
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1 DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		2/3/00	
		3/14/00	Administrative Update. Changed Responsible Office from Code AF to Code R due to the reorganization.

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1. PURPOSE

The purpose of this procedure is to document the process for updating both the format and the content (technology descriptions) of the NTIDB on an annual basis.

2 SCOPE AND APPLICABILITY

- 2.1 This OWI encompasses the means by which the Office of the Chief Technologist on an annual basis requests that the technology inventory database be updated, and then requests that the Enterprises provide descriptions of their technology activities across all programs and input these into the database.
- 2.2 This OWI applies to the Office of the Chief Technologist (Code AF) at NASA Headquarters

3 DEFINITIONS

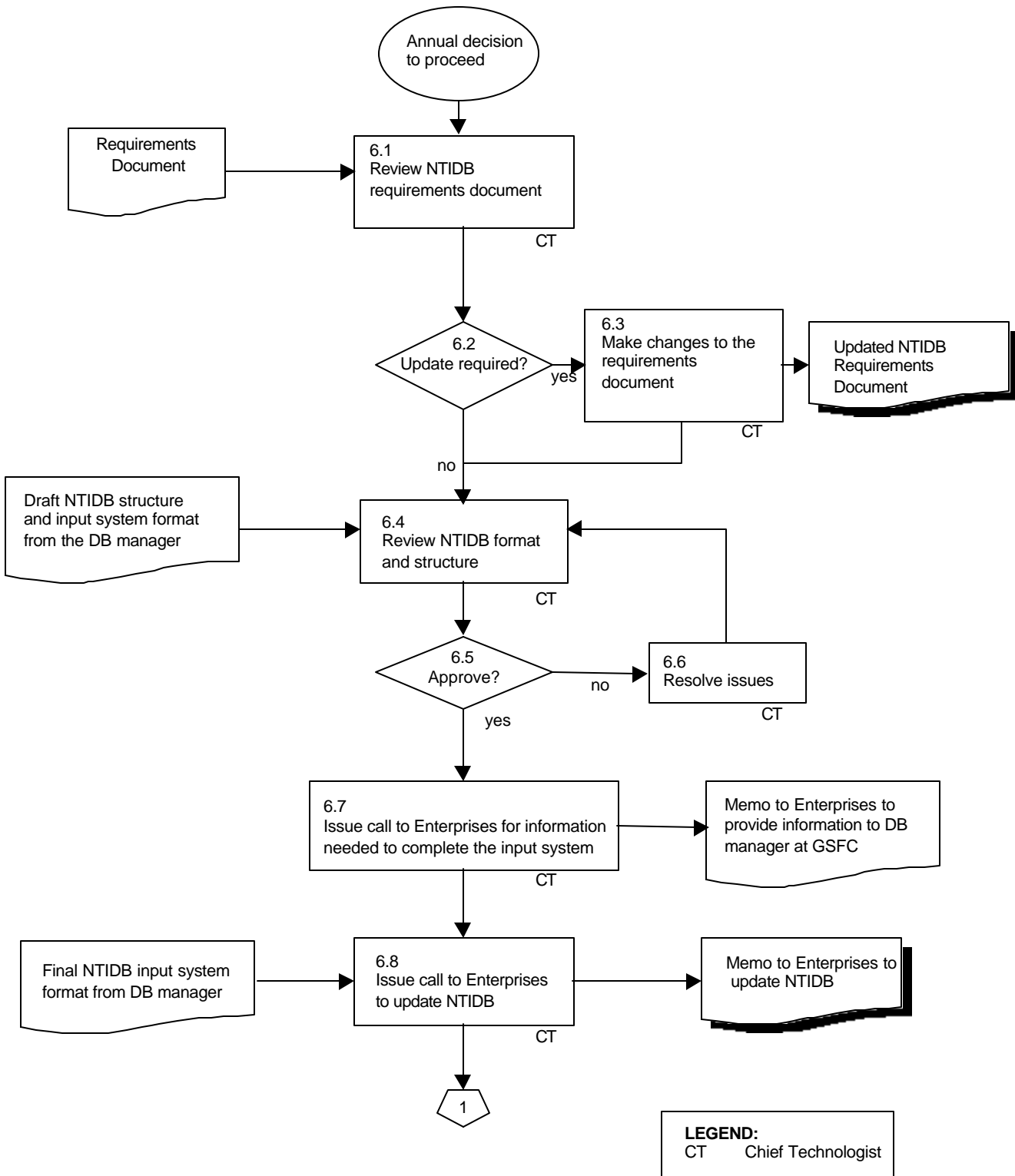
CT	The NASA Chief Technologist
DB Manager	The database manager is located at the Goddard Space Flight Center and is responsible for implementing the format and maintaining the database
NODIS	NASA On-line Directives, executive orders and part of Title 14, Code of Federal Regulations
NPD	NASA Policy Directive – describes the “what” required by NASA management to achieve NASA’s vision and mission (as depicted in the NASA Strategic Plan).
NPG	NASA Procedures and Guidelines – the detailed instructions and guidelines for implementing NASA policy. They are the “how to” instructions and procedures considered essential for accomplishing the deliverable requirements established by the NPD.
NTIDB	NASA Technology Inventory Data Base
OCT	Office of the Chief Technologist

4 REFERENCES

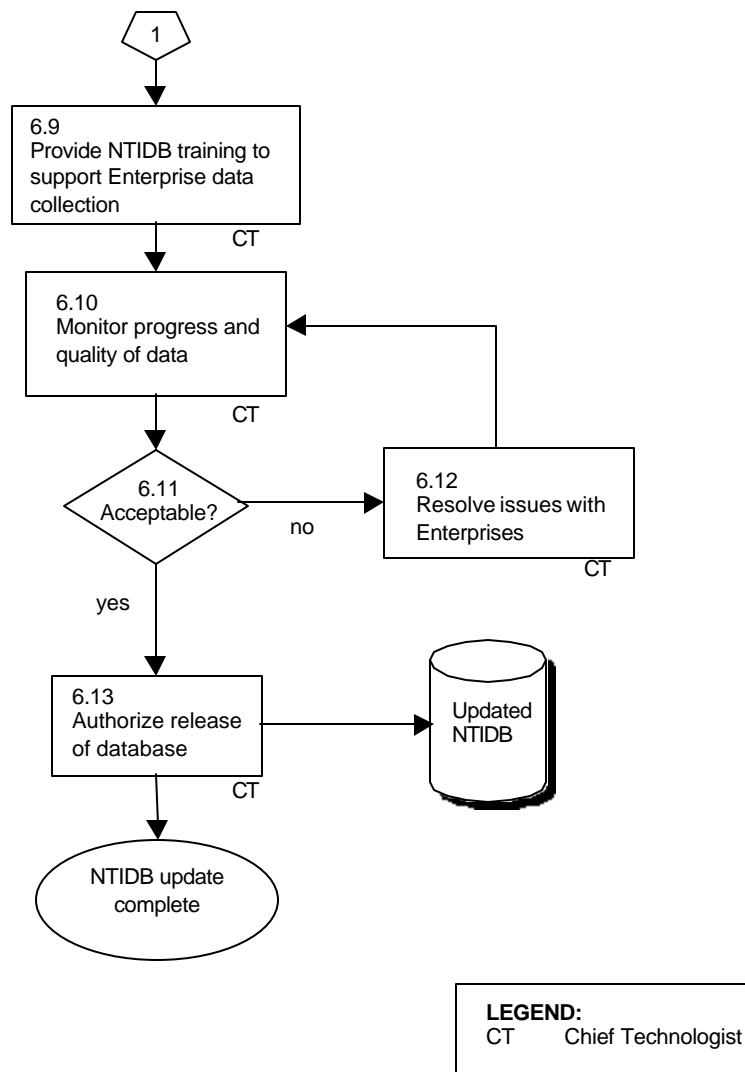
- 4.1 NPD 1000.1 NASA Strategic Plan
- 4.2 NPG 1000.2 NASA Strategic Management Handbook
- 4.3 NPG 1441.1 Records and Retention Schedules

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5 Flowchart



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6. Procedure

	CT	Decides to proceed based on the estimated time to revise the NTIDB input system in order to begin data collection by the end of the first quarter of the fiscal year.
6.1	CT	Reviews NTIDB requirements document to determine if the document needs to be updated.
6.2	CT	If no update to the requirements document is necessary, continue to 6.4. Otherwise, proceed to 6.3.
6.3	CT	Revise the requirements document based on discussion with the DB Manager and co-sign the updated NTIDB Requirements Document with the DB Manager.
6.4	CT	Reviews the draft changes to the DB structure and input system proposed by the DB Manager to improve system performance and to respond to any changes in the requirements document.
6.5	CT	CT either approves or does not approve the proposed changes in the DB. If non-approve, action goes to step 6.6 ; if approve, proceed to 6.7.
6.6	CT	Resolves structure and input system issues with the DB Manager.
6.7	CT	Issues request to the Enterprises to provide updated, Enterprise-specific information that is necessary to complete the interactive web-based input system (mission areas, challenges, concepts, keywords, etc.) in preparation for the data collection process.
6.8	CT	Issues request to the Enterprises to input the current fiscal year technology information into the database. The Enterprises then request their field center program managers to use the input system to provide the technology descriptions. The input system requires Enterprise approval of the data before it is submitted to the DB Manager.
6.9	CT	Provides training sessions in conjunction with the DB Manager to Enterprises and Center representatives (if requested) to support the Enterprise data collection and approval process.
6.10	CT	Uses features incorporated into the input system to monitor the progress of the data collection process and the quality of the data (completeness, clarity, granularity) up to the point when all data has been approved and submitted to the DB Manager.
6.11	CT	CT either approves or does not approve the data

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		collected by the Enterprises. If not-approve, action goes to 6.12; if approve, proceed to 6.13
6.12	CT	Resolves issues identified in step 6.14 with the appropriate Enterprises (and Centers, if necessary), and reviews re-submissions.
6.13	CT	The database is set up so that the completion of all inputs enables the capability for an authorized person to release the database. When this occurs, the CT authorizes the release of the current edition of the database to approved web-based users. The DB Manager then moves the data files from the input system to the browse system. The NTIDB browse system is available to authorized users at: http://www.ntidb1.gsfc.nasa.gov/Release1 .

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7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Updated NTIDB Requirements Document	OCT	Chief Technologist Files	Hardcopy	Schedule 7, Item 4A	*PERMANENT* Retire to FRC 5 years after supersession or completion. Transfer to NARA when 10 years old.
Memo to Enterprises to update NTIDB	OCT	Chief Technologist Files	Hardcopy	Schedule 7, Item 4A	*PERMANENT* Retire to FRC 5 years after supersession or completion. Transfer to NARA when 10 years old.
Updated NTIDB	OCT	Goddard Space Flight Center	Electronic	Schedule 7, Item 4A	*PERMANENT* Retire to FRC 5 years after supersession or completion. Transfer to NARA when 10 years old.